Windows Keyboard Shortcuts

To	Press
Copy.	CTRL+C
Cut.	CTRL+X
Paste.	CTRL+V
Undo.	CTRL+Z
Delete.	DELETE
Delete selected item permanently without placing the item in the Recycle Bin.	SHIFT+DELETE
Copy selected item.	CTRL while dragging an item
Create shortcut to selected item.	CTRL+SHIFT while dragging an item
Rename selected item.	F2
Move the insertion point to the beginning of the next word.	CTRL+RIGHT ARROW
Move the insertion point to the beginning of the previous word.	CTRL+LEFT ARROW
Move the insertion point to the beginning of the next paragraph.	CTRL+DOWN ARROW
Move the insertion point to the beginning of the previous paragraph.	CTRL+UP ARROW
Highlight a block of text.	CTRL+SHIFT with any of the arrow keys
Select more than one item in a window or on the desktop, or select text within a document.	SHIFT with any of the arrow keys
Select all.	CTRL+A
Search for a file or folder.	F3
View properties for the selected item.	ALT+ENTER
Close the active item, or quit the active program.	ALT+F4
Opens the shortcut menu for the active window.	ALT+SPACEBAR
Close the active document in programs that allow you to have multiple documents open simultaneously.	CTRL+F4
Switch between open items.	ALT+TAB
Cycle through items in the order they were opened.	ALT+ESC
Cycle through screen elements in a window or on the desktop.	F6
Display the Address bar list in My Computer or Windows Explorer.	F4
Display the shortcut menu for the selected item.	SHIFT+F10
Display the System menu for the active window.	ALT+SPACEBAR
Display the Start menu.	CTRL+ESC
Display the corresponding menu.	ALT+Underlined letter in a menu name
Carry out the corresponding command.	Underlined letter in a command name on an open menu

Windows Keyboard Shortcuts

Activate the menu bar in the active program.	F10
Open the next menu to the right, or open a submenu.	RIGHT ARROW
Open the next menu to the left, or close a submenu.	LEFT ARROW
Refresh the active window.	F5
View the folder one level up in My Computer or Windows Explorer.	BACKSPACE
Cancel the current task.	ESC
SHIFT when you insert a CD into the CD-ROM drive	Prevent the CD from automatically playing.

Use these keyboard shortcuts for dialog boxes:

To	Press
Move forward through tabs.	CTRL+TAB
Move backward through tabs.	CTRL+SHIFT+TAB
Move forward through options.	TAB
Move backward through options.	SHIFT+TAB
Carry out the corresponding command or select the corresponding option.	ALT+Underlined letter
Carry out the command for the active option or button.	ENTER
Select or clear the check box if the active option is a check box.	SPACEBAR
Select a button if the active option is a group of option buttons.	Arrow keys
Display Help.	F1
Display the items in the active list.	F4
Open a folder one level up if a folder is selected in the Save As or Open dialog box.	BACKSPACE

If you have a Microsoft Natural Keyboard, or any other compatible keyboard that includes the Windows logo key 🪟and the Application key 📋 , you can use these keyboard shortcuts:

To	Press
Display or hide the Start menu.	🪟
Display the System Properties dialog box.	🪟 +BREAK
Show the desktop.	🪟 +D
Minimize all windows.	🪟 +M
Restores minimized windows.	🪟 +Shift+M
Open My Computer.	🪟 +E
Search for a file or folder.	🪟 +F
Search for computers.	CTRL+ 🪟 +F

Windows Keyboard Shortcuts

Display Windows Help.	⊞ +F1
Lock your computer if you are connected to a network domain, or switch users if you are not connected to a network domain.	⊞ + L
Open the Run dialog box.	⊞ +R
Display the shortcut menu for the selected item.	🗒
Open Utility Manager.	⊞ +U

Helpful accessibility keyboard shortcuts:

To	Press
Switch FilterKeys on and off.	Right SHIFT for eight seconds
Switch High Contrast on and off.	Left ALT +left SHIFT +PRINT SCREEN
Switch MouseKeys on and off.	Left ALT +left SHIFT +NUM LOCK
Switch StickyKeys on and off.	SHIFT five times
Switch ToggleKeys on and off.	NUM LOCK for five seconds
Open Utility Manager.	⊞ +U

Keyboard shortcuts you can use with Windows Explorer:

To	Press
Display the bottom of the active window.	END
Display the top of the active window.	HOME
Display all subfolders under the selected folder.	NUM LOCK+ASTERISK on numeric keypad (*)
Display the contents of the selected folder.	NUM LOCK+PLUS SIGN on numeric keypad (+)
Collapse the selected folder.	NUM LOCK+MINUS SIGN on numeric keypad (-)
Collapse current selection if it's expanded, or select parent folder.	LEFT ARROW
Display current selection if it's collapsed, or select first subfolder.	RIGHT ARROW

Notes

- You must associate a password with your user account to secure it from unauthorized access. If you do not have a password associated with your user account, pressing the +L will not prevent other users from accessing your account information.
- Some keyboard shortcuts may not work if StickyKeys is turned on in Accessibility Options.
- If you are connected to Windows through Microsoft Terminal Services Client, some shortcuts have changed. For more information, see the online documentation for Terminal Services Client.